

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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September 10, 1980

NO. 80-8106

TO: Educational Associations, Counselors and Deans at
Higher Education Institutions, and County and
District Superintendent of Schools

FROM: John F. Brown, Executive Secretary

SUBJECT: UPDATE - Examination Score Standards and Appeal
Procedures

A handwritten signature in cursive script that reads 'John F. Brown'.

The Commission updates its examination score and appeal procedures annually. This coded correspondence is intended to inform you of the current and previous passing scores and appeal procedures. Enclosed is a copy of the current Score Standards, which apply to examinations until July 31, 1981, and a copy of those standards prior to July 31, 1980. Also enclosed is a copy of the Examination Appeal Processes: one which applies to examinations taken through the November 1978 testing and the second which applies to examinations taken after February 1, 1979.

I would appreciate it if you would circulate this information to the appropriate people on your staff and encourage them to make copies available for all candidates. Credential analysts and testing officers also should be encouraged to give copies to the students with whom they deal.

If you have any questions regarding these policies and procedures, please call Mrs. Marjorie B. Brodt, Consultant, at (916) 322-2304 or ATSS 8-492-2304.

Enclosures

EXAMINATION SCORE STANDARDS - UPDATE

The Commission at its June, 1979 meeting adopted the policy that cut-off scores would be reviewed at the end of each test year using the prior three year norming data and annually set any score at the 50 percentile of the California norms. The scores established in 1973 rounded to the nearest tenth were to continue as the permanent floor.

PASSING SCORE STANDARDS

EXAMINATION

Sept. 1, 1974-
July 31, 1979

Aug. 1, 1979-
July 31, 1980

Aug. 1, 1980-
July 31, 1981

Common Examinations (candidate must pass in each section)

Written English Expression	60 *	61 *	60 *
Social Science, Literature & Fine Arts	60 *	63 *	62 *
Science & Mathematics	62 *	62 *	62 *

Single Subject Examinations

Agriculture (Formula Score)	75 *	75 *	75 *
Art Education	622 *	630 *	620 *
Biology & General Science	676 *	680 *	680 *
Business Education	629 *	640 *	630 *
Chemistry, Physics, & General Science	628 *	630 *	630 *
English Language & Literature	618 *	620 *	620 *
French	613 *	670 *	680 *
German	631 *	630 *	630 *
Home Economics Education	647 *	650 *	650 *
Industrial Arts Education	626 *	630 *	640 *
Mathematics	632 *	670 *	630 *
Music Education	616 *	630 *	620 *
Physical Education (Feb. 1976 to present)	623 *	640 *	640 *
Social Studies	627 *	630 *	630 *
Spanish	636 *	650 *	650 *

Other Examinations

Educational Administration & Supervision (Jan. 1, 1977 to May 31, 1979)	673 **		
Reading Specialist/Miller-Unruh	560 **	630 *	630 *
Introduction to the Teaching of Reading	680 **	680 *	680 *
College-Level Examination Program - English Composition with Essay			
English Majors Only		680 *	680 *
All Others		630 *	630 *

* No score appeal possible for the February 1979 and subsequent examinations.

** No appeal possible.

NOTE: A new appeal system became effective February 1979.

SCORES REMAIN VALID FOR FIVE YEARS FOLLOWING THE DATE OF THE EXAMINATION ON WHICH THE SCORE WAS RECEIVED. EXAMINATION SCORES MUST MEET PASSING STANDARDS IN EFFECT IN THAT PERIOD OF TIME DURING WHICH THE EXAMINATION WAS TAKEN.

EXAMINATION APPEAL PROCESS *

Effective Prior to the February 1979 Test Administration

The Commission for Teacher Preparation and Licensing, at its January 1977 meeting, adopted Examination Appeal Regulations. This appeal process is applicable only to examinations relating to the Multiple and Single Subject Teaching Credentials taken prior to February 1, 1979.

The adopted appeal procedures state that:

- A. Effective July 1, 1976, the Common Examination scores may be considered for appeal if all of the following are met:
(Applicable only to exam prior to the February 1979 examinations.)
 - (1) the score is at least equivalent to the 25th percentile among California candidates at the same test administration; (note chart on page 5)
 - (2) the candidate has either -
 - (a) an overall grade point average of 3.0, or
 - (b) an excess score in one area of the Common Examinations equivalent to at least twice the shortage in the area(s) in question;
 - (3) a grade point average of 2.5 has been earned in at least 12 semester hours of course work in the area(s) in question.
- B. Effective July 1, 1976, Single Subject Matter Area Examinations scores may be considered for appeal if all of the following are met:
(Applicable only to exam prior to the February 1979 examinations.)
 - (1) the score is at least equivalent to the 40th percentile among California candidates at the same test administration provided that at least 100 California candidates take the examination; if fewer than 100 California candidates take the examination, the score must be equivalent to the 40th percentile among national examinees at that test administration; (note chart on page 5)
 - (2) the candidate has an overall grade point average of 2.5;
 - (3) the candidate has a grade point average of 3.0 in at least 18 semester hours of course work in the subject area for which the examination is to be waived;

and

* Adapted from California Administrative Code, Title 5, Sections 80071-80076.

C. Effective November 3, 1977 to February 1979, the Single Subject Matter Agriculture Area Examination score may be considered for appeal if all of the following are met:

- (1) a formula score equivalent to passing 40th percentile of the items; (note chart on page 5)
- (2) an overall grade point average of 2.5;
- (3) a grade point average of 3.0 in at least 18 semester hours of course work in the subject area for which the examination is to be waived.

Commission policy provides that anyone meeting these standards who took the examination after July 1, 1974, and up until February 1, 1979, may request an appeal by writing to the Commission; providing evidence required above, including a copy of the report of scores and complete transcripts; and submitting the required \$30 processing fee for each examination to be considered. This fee is not refundable. Scores will remain valid and may be used for appeal purposes for five years following the date of the examination on which the score was achieved.

If an applicant failed a subject matter examination between July 1, 1974 and February 1, 1979 and does not meet the standards stated in A, B, and C above, or does not meet the criteria for appeal effective February 1, 1979, he or she may appeal by requesting to be examined by a Board of Examiners. Such an appeal shall be in writing and shall include all of the following:

- (1) verification that appellant has failed the examination and does not meet the standards stated in A, B, and C above;
- (2) agreement by the appellant to pay the costs for impaneling and operating the Board of Examiners.

This fee will be the actual costs to assemble a Board of Examiners. A maximum fee of \$250 must be paid prior to the scheduling of the examination. After actual costs have been determined, a refund of any unearned portion of the fee will be paid to the applicant.

The Commission shall appoint Boards of Examiners as appropriate, each consisting of not more than six persons drawn equally from practicing public school teachers and full-time higher education faculty in the subjects or field(s) in which the candidate wishes to be examined. All examinations held by such Boards shall be executive and closed sessions with only Board members, Commission members and staff, and the applicant permitted to attend. The recommendations of each Board of Examiners shall be in writing. A copy of such recommendations shall be transmitted to the Commission and the Commission will notify applicants of its decision by registered mail within 30 days after the Commission considers the recommendations of the Board.

The oral examination will be given at a location or locations designated by the Commission. No more than two such examinations shall be scheduled in one year for each subject matter area. This oral examination shall cover the substance specified in the adopted Scope and Content Statement appropriate to the subject matter area being examined, and shall be scheduled for no longer than 3 hours.

A candidate meeting appeal standards effective prior to February 1, 1979 must

- (1) send a written request for an appeal with the required \$30 processing fee. This fee is not refundable.
- (2) include copies of the N.T.E. test results.
- (3) send transcripts of all collegiate course work. Transcripts should be secured from each separate college attended.

Examinations

Passing Score
Sept. 1, 1974 -
July 31, 1979

Common (Candidate must pass in each section)

Written English Expression	60
Soc. Sci., Lit. & Fine Arts	60
Science & Mathematics	62

Single Subject

Agriculture-Calif. Test (Formula Score)	73
Art Education	622
Biology & General Science	576
Business Education	629
Chemistry, Physics & Gen. Science	628
English Language & Literature	618
French	613
German	631
Home Economics Education	647
Industrial Arts Education	626
Mathematics	632
Men's Phys. Ed. (prior to Feb. 1976)	612
Music Education	616
Physical Ed. (Feb. 1976 to present)	623
Social Studies	627
Spanish	636
Women's Phys. Ed. (prior to Feb. 1976)	664

MINIMUM SCORES REQUIRED, BY DATE OF EXAMINATION, TO QUALIFY FOR THE APPEAL PROCESS

(25th percentile of California scores)

Year	Nov	Feb	Jul	Nov	Jul	Nov	Feb	Jul	Nov
1974-75	'75	'76	'76	'76	'77	'77	'78	'78	'78
55	55	55	56	53	55	54	55	54	54
57	56	59	57	58	55	56	55	57	57
56	56	54	55	54	55	55	54	51	54

(40th percentile of California scores)

	60*	60*	60*	60*	60*	60*	60*	60*	60*
620	632	605	609	599	590*	590*	571*	571*	571*
658	696	593	640	601	660*	619	617*	636	604
643	551	607	605	622	610*	610*	577*	577*	577*
624	634	585	647	599	630*	630*	575*	575*	575*
615	617	574	585	574	582	592	582	587	582
662	635	561	---	661	600*	600*	572*	572*	572*
513	559	626	---	656	590*	590*	571*	570*	570*
625	588	638	618	671	630*	630*	599*	599*	599*
620	619	619	644	583	600*	600*	594*	594*	594*
582	551	564	579	565	561	555	556	544	541
620	612	---	---	---	---	---	---	---	---
541	553	636	---	661	600*	600*	583*	583*	583*
---	---	609	616	634	634	610	614	635	624
616	612	598	570	621	585	581	619	621	580
641	634	600	---	632	610*	610*	585*	585*	585*
627	583	---	---	---	---	---	---	---	---

If fewer than 100 California candidates take the examination, the scores must be equivalent to the 40th percentile among national examinees. Scores equivalent to 40th percentile among national examinees are indicated by an asterisk ().

**Based only on California candidates.

A PROCESSING FEE OF \$30 MUST ACCOMPANY EACH APPEAL. IF THE APPEAL IS DENIED, THE FEE IS NOT REFUNDABLE.

EXAMINATION APPEAL PROCESS *

Effective With the February 1979 Test Administration

The Commission for Teacher Preparation and Licensing, at its December 1978 meeting, adopted the following Examination Appeal Regulations effective with the February 1979 and subsequent test administrations. At the December 1979 meeting of the Commission, Section (a) below was modified as indicated by the underlined portion. This change became effective February 1, 1980. This appeal process is applicable only to examinations relating to the Multiple and Single Subject Teaching Credentials.

The Commission will consider appeals presented in writing by applicants who have failed to attain the passing score standard established by the Commission when the appellant can verify evidence of meeting the following appeal standards:

- (a) Within 30 days after a score report for a written examination has been received for any certificate or credential issued by the Commission, an unsuccessful applicant may file a petition of appeal with the Executive Secretary on the grounds of fraud, discrimination, or clerical error in scoring, or other grounds of extraordinary improper acts or circumstances related to which were reported to the test supervisor at the time of the administration of the examination and which a reasonable person could agree deprived the applicant candidate of a fair opportunity chance to take and pass the examination; except that mere failure to pass an examination which has been successfully passed by other applicants shall not be grounds for appeal. Candidates are encouraged to report any extraordinary improper test administration acts or circumstances to the Commission.
- (b) The petition shall be in writing and shall state the facts, information or circumstances upon which the appeal is based and in sufficient detail to identify the examination and persons involved. The petition shall be signed and dated by the applicant, and shall include the following statement: "I certify under penalty of perjury that the facts stated herein are true and correct."
- (c) The petition may include other relevant information including the petitioner's academic record, letters of recommendation and other facts upon which the Commission might reasonably conclude that, but for the grounds for appeal alleged, the petitioner would have demonstrated all qualifications required by law for such credential or certificate.
- (d) The petition, with the Executive Secretary's recommendation with respect thereto, shall be granted or denied by the Commission on the basis of the verified facts presented in the petition. The Commission may order re-examination of the petitioner upon all or any portion of the examination appealed from with or without further examination fee.

* Adapted from California Administrative Code, Title 5, Section 80072

(e) Applicants who fail a subject matter examination and do not meet the standards may appeal by requesting to be examined by a board of examiners. Such an appeal shall be in writing and shall include all of the following:

- (1) Verification that appellant has failed the examination and does not meet the standards; and
- (2) Agreement by the appellant to pay the costs of impaneling and operating the board of examiners.

A candidate meeting appeal standards must:

- (1) Send a written petition for appeal (on Commission provided forms) with the required \$30.00 processing fee. This fee is not refundable.
- (2) Include copies of the N.T.E. and/or C.L.E.P. test results.

The petition may include other relevant information including the petitioner's academic record, letters of recommendation and other facts upon which the Commission might reasonably conclude that, but for the grounds for appeal alleged, the petitioner would have demonstrated all qualifications required by law for such credential or certificate.

NOTE: After a successful appeal, the only fee required will be the \$30 application fee. To speed processing, include a copy of the notification letter from this office with the application materials.